

INVITATION TO BID

The City of Cambridge, Massachusetts, the Awarding Authority, invites sealed bids for the project:
OVERHEAD DOOR REPAIRS & SERVICING

Nature and scope of work: **provide all labor, materials, equipment, transportation necessary for Overhead Door Repairs & Services for various locations.**

Bidding procedures shall be in accordance with M.G.L. c. 30, §39M, as most recently amended, and all other applicable laws.

The estimated project value is: \$ **\$90,000.00**

Specifications will be available from 8:30 am to 8:00 pm, Monday, Tuesday thru Thursday, 8:30 am to 5:00 pm and 12:00 noon on Friday, at the Purchasing Department, City Hall, 795 Massachusetts Avenue, Room 303, Cambridge, MA 02139 from **THURSDAY, MARCH 17, 2011** upon deposit of \$25.00 for each set in the form of a check made payable to the City of Cambridge. **The deposit will be refunded after the return of the documents in good condition within and no later than the time period set for in the Instruction to Bidders, whether or not a bid was submitted.** For the mailing of the plans & and specifications, the bidder must prepay a mailing and handling fee of \$5.00.

NO PARTIAL SETS WILL BE DISTRIBUTED.

The contract documents may be examined at the Office of the Purchasing Agent, room 303, City Hall, 795 Massachusetts Avenue, Cambridge, MA 02139, or at the plan room of Dodge Reports, 24 Hartwell Avenue, Lexington, MA 02173.

Sealed general bids will be received at the Purchasing Department, City Hall, 795 Massachusetts Avenue, Room 303, Cambridge, MA 02139 until **THURSDAY, APRIL 7, 2011 @ 2:00 pm** at which time all general bids will be publicly opened and read aloud.

All questions must be faxed no later than 5:00 PM on **WEDNESDAY, MARCH 30, 2011** to the City of Cambridge Purchasing Department, fax #617-349-4008.

All general bids shall be accompanied by a bid deposit in the form of a certified, cashier's or treasurer's check (**NO CASH**) issued by a responsible bank or trust company made payable to the City of Cambridge or a bid bond, in an amount not less than five percent (5%) of the value of the bid.

The successful general bidder will be required to furnish a Performance Bond and a Labor and Material (Payment) bond each in the amount of fifty percent (50%) of the contract sum. Bond shall be obtained from a surety licensed to do business in the Commonwealth of Massachusetts and the form shall be satisfactory to the City of Cambridge.

The successful bidder will also be required to comply with the provisions of Chapter 306 of the Acts of 2004 in regard to required OSHA approved safety & health training.

The City of Cambridge reserves the right to reject any or all general bids if it is in the public interest to do so.

No less than the prevailing wage rates as set forth in the schedule contained in the Contract Documents must be paid on this project.

Attention is called to the following programs and ordinances of the City of Cambridge:

1. Supplemental Equal Employment Opportunity Anti-Discrimination and Affirmative Action Program.
2. Cambridge Employment Plan: minority/women/resident-hiring ordinance.
3. Living Wage Ordinance.
4. OSHA Certification
5. CORI City Policy

Copies of the above are bound in the bid documents and are fully integral portions of the conditions of the contract with which each contractor and sub-contractor must comply.

Cynthia H. Griffin
Purchasing Agent